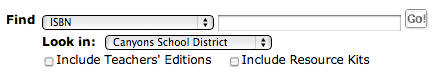
Textbook – Overdue to Lost

* Go to **Back Office**
* Select **Loan Policies** tab (on right)
* Click on **Edit policies**



* Determine when you want them to marked lost from your last circulation date
* Save